



# Course Outline

## Faculty of Management & Social Sciences

<b>Course Number</b>	<b>MGMT3015</b> also (MGMT304)
<b>Course Title:</b>	Organisational Behaviour
<b>Course Instructor:</b>	Kevin Geban, M.Phil
<b>Credits:</b>	3
<b>Section:</b>	2
<b>Semester:</b>	2013-1,
<b>Class Meeting Times</b>	<b>M/W 3:30pm – 4:45pm</b>
<b>Class Venue:</b>	<b>Belize City/FMSS/Room S11</b>
<b>Pre-requisites:</b>	<b>MGMT1014</b>
<b>Co-requisites</b>	<b>None</b>
<b>Office Location</b>	<b>FMSS Faculty Offices, N12</b>
<b>Office Hours:</b> (Consultation Hours)	M - U – 10:00am - 12:00pm or by appointment
<b>Telephone:</b>	Office: 223-0256 Ext. 135
<b>E-Mail/Web Address:</b>	<a href="mailto:kgeban@ub.edu.bz">kgeban@ub.edu.bz</a> , <a href="http://wikieducator.org/user:kgeban">http://wikieducator.org/user:kgeban</a>
<b>Resources</b>	
<b>Required Text:</b>	<b>Robbins/Judge, 2011. Essentials of Organisational Behaviour. Prentice Hall. 11<sup>th</sup> Edition</b>
<b>Recommended Text:/s</b>	<b>Greenberg, Gerald, John Baron. 2009. Behaviour in Organisations. Prentice Hall. 9<sup>th</sup> Edition</b>

**Other Resources:**

**Business Week Magazine. Mcgraw Hill Publishing.**  
**[www.businessweek.com](http://www.businessweek.com)**

**Harvard Business Review. Harvard Press.**  
**[www.hbr.org](http://www.hbr.org)**

**COURSE DESCRIPTION**

**COURSE DESCRIPTION:** This course focuses on studying the factors that influence behavior in organizations and the strategies used to manage behavior at an individual, group, and organizational level. Emphasis is placed on individual perception and learning, personalities and abilities, motivation, group processes and work teams, communication, decision making, power and politics in organizations, leadership, organizational culture, and organizational structure and design. Concepts and strategies are applied and (where possible) adapted within a local context through case studies, simulated exercises, individual and group assignments, tests and a final examination.

**COURSE OBJECTIVES:**

Upon successful completion of this course, students will be able to:

1. Identify the primary theories from the fields of psychology, sociology, anthropology and politics which underlie the study of Organizational Behaviour;
2. Distinguish the relationship between job performance and individual characteristics such as needs, behavioural styles, attitudes and motivation;
3. Analyze the dynamics of how groups and teams function and perform within the organization;
4. Relate the importance of good communication and conflict management skills to the proper management of the organization
5. Assess the effect that organizational structure has on communication and effectiveness of the organization ;
6. Assess the interrelationship between the individual, the group and the organization and how forces at all three levels combine to help or hinder organizational effectiveness
7. Identify the role that cultural differences play in the effectiveness of the organization;
8. Classify different leadership styles and the appropriateness of each to various organizational environments;
9. Critique the Belizean organizational environment within the context of the theories explored in the course through group discussions ...

**MODES OF INSTRUCTION**

In this course we will utilize the following methodologies: Lecture and discussion, large group discussion; slide show and video presentations and guest speakers

### **CLASS SCHEDULE**

<b>Date</b>	<b>Course Content</b>	<b>Methods, &amp; Activities</b>	<b>Readings Assignments and Due Dates</b>
Wk1	Course Overview/Overview of Management Principles	PowerPoint Lecture and Discussion	Chapter 1
Wk2	The Nature and Study of Organizations	PowerPoint Lecture and Discussion	Chapter 1
Wk3	Perception	PowerPoint Lecture and Discussion	Chapter 5
Wk4	Individual Differences	PowerPoint Lecture and Discussion	Chapter 3
Wk5	Attitudes/Personality and Productivity	PowerPoint Lecture and Discussion	Chapter 3/4
Wk6	Motivation in Organizations	PowerPoint Lecture and Discussion	Chapter 6/Case following Chapter 6 due last Sunday in this month
Wk7	Motivation in Organizations	PowerPoint Lecture and Discussion and possible video presentation	Chapter 6
Wk8	Groups and Teamwork	PowerPoint Lecture and Discussion and video	Chapter 8
Wk9	Communication in Organizations	PowerPoint Lecture and Discussion	Chapter 10
Wk10	Communications in Organizations	PowerPoint Lecture and Discussion	Chapter 10
Wk11	Influence, Power, Politics: an organizational perspective	PowerPoint Lecture and Discussion	Chapter 13
Wk12	Influence, Power, Politics: an organizational perspective	PowerPoint Lecture and Discussion	Chapter 13/Case following Chapter 12 due last Sunday in this month
Wk13	Leadership on Organizations	PowerPoint Lecture and Discussion and John Maxwell video	Chapter 11
Wk14	Organizational Structure and Design	PowerPoint Lecture and Discussion and possible guest speaker	Chapter 15

Date	Course Content	Methods, & Activities	Readings Assignments and Due Dates
Wk15	Organisational Culture and Creativity	PowerPoint Lecture and Discussion	Chapter 16
Wk16		EXAM WEEK	

## **METHODS OF ASSESSMENT**

Methods of assessment may include tests, quizzes, magazine reports, and case analysis

## **COURSE POLICIES AND REGULATIONS**

### **ACADEMIC HONESTY POLICY**

The administration of student discipline in the university community is a responsibility shared by students, faculty, and administrative staff. The University of Belize Academic Honesty Policy outlines the University's expectations for the integrity of student's academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty throughout the process. All students are expected to conform to the Academic Honesty Policy. Lecturers are expected to consult with academic department chairpersons to prevent and respond to violations of the Academic Honesty Policy. Students wishing to dispute a charge of academic dishonesty or a sanction made upon them because of such allegations can do so by appealing to the Dean of Student Affairs to invoke the Discipline Appeals Process as detailed in the Student Handbook. (Please visit [www.ub.edu.bz](http://www.ub.edu.bz) for a full description of violations to the Academic Honesty Policy and sanctions.)

### **STUDENT EVALUATION OF INSTRUCTION: ONLINE MECHANISM**

Students are advised that they are free to submit comments *on line* in respect to any course they are registered in during the semester (as opposed to waiting for the end of the semester). Students are assured that since there is no need to log in to access the facility available on the UB web page [www.ub.edu.bz](http://www.ub.edu.bz) their comments will be anonymous. The comment(s) will go to the Quality Assurance Office that in turn will forward the comments to the relevant Dean for timely action.

## **CLASS POLICIES**

1. **CLASS ATTENDANCE:** Students are expected to attend all sessions, and to be on time. Students must attend at least 80% of class sessions. Unexcused absences beyond this point may result in a reduction in your grade. You must provide the necessary documentation for any other absences e.g. doctors certificate if you are ill. You are expected to participate fully in class discussions and come to class prepared to contribute to class discussions and group work. Because participation in class is imperative for success, each student's final grade will be positively or negatively affected based upon the number of class sessions they attend. Absent students are responsible for obtaining class notes, handouts, and activities, as well as any other pertinent information. Points lost due to absences can be made up only through extra credit opportunities provided by the instructor.

2. **PUNCTUALITY:** Kindly make every effort to arrive on time to all sessions. Walking into a session late is unprofessional and distracting to the rest your colleagues. If you will be late for any session, please inform the instructor via an e-mail, telephone call, or text message.
3. **PROFESSIONALISM AND ETHICS:** In your fieldwork and/or class activities, you are expected to conduct yourself in an ethical, legal, and professional manner.
4. **READINGS:** Readings will be assigned. You will be expected to attend the class session prepared to discuss the readings from the required text and/or any additional readings assigned. The aim is to enhance your understanding and skills related to these materials and to enable you to share your understanding with class members.
5. **WRITINGS:** The ability to write clearly and effectively is essential to a profession. Written assignments represent your best professional abilities and excellence. Assignments must be written in Standard English. Written assignments should be typed and carefully proofread. Pages that are disorganized and contain errors in grammar, spelling, syntax, or typing will receive reduced grades. All written work should adhere to the APA /MLA style as directed by the instructor.
6. **CELL PHONES:** As courtesy to your classmates and instructor, please have cell phones turned off throughout class time. If an urgent matter arises that requires you to have your cell phone on (on vibrate), please inform the instructor before the session.
7. **MISSED OR LATE ASSGINMENTS:** Students are expected to do all class assignments, and turn them in on time. If prior approval for late assignment is not granted by the instructor, points will be deducted from that assignment or the assignment will not be accepted. Assigned readings must be completed prior to the class for which they are intended.
8. **TECHNOLOGY:** Students are required to utilize word processing programs to complete all assignments. Internet and electronic mail systems will be used as needed to develop strategies, facilitate class discussion, and enhance communication between professor and students.

### **GRADING SCALE**

The final grade will be assigned in adherence with the University of Belize's Grade Policy. Thus, final grades will be computed using a combination of semester grades (including home work assignments), essays, tests and quizzes, portfolios etc, and a final examination. The final letter grade will be assigned using the following University Grading Scale:

95-100	A	80-84	B	65-69	D+
90-94	A-	75-79	C+	60-64	D
85-89	B+	70-74	C	55-59	F

## **CLASS ACTIVITIES AND ASSIGNMENTS**

### **ASSESSMENT:**

Assignment 1	25
Assignment 2	25
Quizzes (2 out of 3)	50
Test 1	100
Test 2	100
Final Exam	200

<b>TOTAL POINTS</b>	<b>500</b>
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PS: extra credit will be given worth 25 points for Business Week review to be explained in class

## **ASSIGNMENTS**

### **1. Assignment 1: Case Analysis #1 – Due Date: Week 6, Sunday Sept. 29, midnight**

Read the case following Chapter 6 in your text. Answer all questions fully.

#### **GRADING CRITERIA**

##### **Case Analysis #1**

**Worth 25 points**

Question #1	8 points
Question #2	8 points
Question #3	9 points
<b>MAXIMUM POINTS</b>	<b>25 points</b>

### **2. Assignment 2: Case Assignment #2 – Due Date: Week 12, Sunday Nov. 10, midnight**

Read the case following Chapter 12 in your text. Answer all questions fully.

#### **GRADING CRITERIA:**

##### **Case Analysis #2**

**Worth 25 points**

Question #1	8 points
Question #2	8 points
Question #3	9 points
<b>MAXIMUM POINTS</b>	<b>25 points</b>

## References

### On-Line Sources:

Harvard Business Review, [www.hbr.org](http://www.hbr.org)

Business Week, [www.businessweek.com](http://www.businessweek.com)

Society for Human Resources, [www.shrm.org](http://www.shrm.org)